



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, ALCOHOL AND DRUG SERVICES

Class No. 002222

■ CLASSIFICATION PURPOSE

To plan, organize, and direct, the administrative and operational activities of the County's Alcohol and Drug Services (ADS) program under administrative direction; to insure an integrated and coordinated behavioral health system and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Health and Human Services Agency (HHSA), Alcohol and Drug Services Division. This position reports directly to the Director or Chief Operations Officer, HHSA. The Deputy Director, Alcohol and Drug Services is responsible for envisioning an ADS system of care, implementing such a system and administering the activities of the Alcohol and Drug Services division, and for working and planning collaboratively with stakeholders and the Deputy Directors of both Children's Mental Health and Adult and Older Adult Mental Health to strengthen prevention, early intervention, and treatment services for residents of San Diego.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, coordinates, and evaluates the functions and activities of the Alcohol and Drug Services Division.
2. Directs the integration of multi-disciplinary behavioral health care models.
3. Directs the development and implementation of alcohol and drug plans and programs through line management staff.
4. Directs the preparation of annual division budgets and contracts and monitors revenue and expenditure transactions.
5. Conducts fiscal analysis and prepares cost projections.
6. Interprets and ensures compliance with federal, state and local laws, codes and regulations for Alcohol and Drug Services.
7. Establishes guidelines for data collection, planning and policy determinations.
8. Responds to inquiries and establishes cooperative relationships with elected officials, County offices, providers, advisory boards, departmental regions and divisions, state agencies, and other organizations to ensure consistent quality of customer and Agency services.
9. Identifies operational problems and formulates appropriate solutions.
10. Consults with and advises subordinate staff members on new programs and procedures.
11. Conducts performance reviews and evaluations.
12. Performs special studies or projects as assigned by the Director of Health and Human Services or the Chief Operations Officer.
13. Supervises subordinate staff.
14. Prepares correspondence and reports, responds to inquiries, and makes public presentations as necessary.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The alcohol and drug field.
- Current social, political, economic and scientific developments and trends in substance abuse, prevention, intervention, treatment, and recovery, including public health education as well as dual diagnosis identification.
- Program planning, administration and evaluation of services.
- Programs and resources relevant to alcohol and drug treatment on a national, state, local, public and private level.
- State health and safety codes pertaining to the planning, organizing, financing and reporting of alcohol and drug programs.
- Responding to dual diagnosis problems at the individual, family, and societal levels.
- Administrative reporting and monitoring of grants and contracts.
- Methods, procedures, and problems associated with multi-disciplinary health care program administration.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Ensure solid leadership and management capability.
- Envision, plan, implement, organize, direct and evaluate the overall activities of the Alcohol and Drug Services Division through subordinate managers.
- Implement and manage multi-disciplinary health initiatives.
- Ensure that division activities conform to federal, state, and local laws and regulations.
- Identify and resolve division operational problems.
- Prepare division annual budgets and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train and evaluate the work of subordinate staff.
- Prepare and give public presentations on division activities, functions and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public and representatives from government, industry, media and other agencies.
- Establish relationships with potential funding sources to increase revenues and improve funding inequities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Provide superior customer service to elected officials, County staff, providers, advisory board members, and representatives from various state agencies.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, health sciences, social services or closely related field; AND, at least five (5) years of management-level experience providing multi-disciplinary health and/or human services for a large public or private agency, including direction of budget and fiscal activities, personnel, contract support, supply and other administrative functions.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego, Section 909.2).

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Deputy Director, Alcohol and Drug Services (Class No. 002222)

Union Code: EM

Variable Entry: Y